

MISSION

The mission of St Vincent's is to provide high quality and efficient health services to the people of Victoria in accordance with the philosophy of St Vincent's Health Australia. The mission is based on the values of compassion, justice, integrity and excellence. The health service embraces the policies and principles of equal employment opportunity, occupational health and safety and quality improvement.

JOB TITLE

Title	Registrar
Department	Rehabilitation Unit.
Reports to	The Director of Rehabilitation Services
Performance appraisal	Formative appraisals 2 monthly Summative appraisal 6 monthly
Date	May 2013

BASIC JOB PURPOSE

To provide for the day to day clinical management of patients under the care and direction of the Director of Rehabilitation Services to ensure a high quality of patient care.
To undertake administrative duties for the Unit under the direction of the Director of Rehabilitation Services to ensure that the Unit is run efficiently.

KEY RESPONSIBILITIES

RESPONSIBILITY AREA 1: Delivery of Service

- Assess and formulate a management plan for patients admitted to the Rehabilitation Unit and for patients referred to the Rehabilitation Unit for consultation.
- Ensure that accurate and relevant patient documentation including assessment, admission, progress documentation, treatment sheets, discharge notes are completed by the resident or registrar.
- Communication of such assessment and management decisions to the appropriate Rehabilitation Unit consultant, junior medical staff nursing staff and allied health staff involved in their patients' medical care.
- Communication with the patient, or with immediate family where appropriate about his/her condition and management.
- Communication and coordinating effectively with the parent unit in regard to admission, discharge, management plans, diagnostic requests and consultations.
- Attend Rehabilitation Unit ward rounds, team review meetings, and family meetings.
- Liaison with patient's LMO re discharge plans and ongoing management plans.
- Ensure a working knowledge of all unit protocols including drugs, power failure, emergency, infection control.

Performance Indicators

- Attend daily Aged Care and Rehabilitation triage meeting.
- Assess patients referred for rehabilitation within one working day of referral.
- Attend twice weekly ward rounds.
- Attend weekly team review meetings for inpatients and Same Day Rehabilitation programs.
- Liaison with parent unit or unit consultant.
- Ensure complete documentation of admission and progress notes, treatment sheets and discharge notes in the medical record (as per clinical pathway guidelines). Discharge summaries should be completed on the day prior to discharge.

RESPONSIBILITY AREA 2: Quality Improvement

- Participating in the quality improvement activities of the department.
- The registrar will also help in collection of data for audit purposes.

Performance Indicators

- Completion of all information required for clinical audits and clinical indicators.
- Ensure that all documents and coding of patient information is completed at the time of discharge of the patient from the unit.

RESPONSIBILITY AREA 3: Teaching

- The registrar is expected to supervise the resident with respect to the writing of histories, ordering of investigations, treatment sheets and the performance of procedures within the Rehabilitation Unit.
- The registrar will be actively involved in teaching; lectures and tutorials to nurses, allied health staff, residents and medical students will be given during the year.
- The registrar will participate in the monthly Rehabilitation Unit educational meeting. Journal presentations will be required.
- The registrar will participate in the weekly rehabilitation registrars educational meeting held at MECRS. Journal presentations and discussions on specialised topics will be required.
- The registrar will be responsible for orientation of junior staff to the unit.
- In accordance with relevant awards, attempts will be made to provide sufficient time for personal continuing education, attendance at Hospital tutorials and travel to major rehabilitation medicine meetings.

Performance Indicators

- Attendance at Rehabilitation Unit meetings.
- Participation in orientation and teaching of junior resident staff.

RESPONSIBILITY AREA 4: Research

- The registrar will be encouraged to participate in research projects already established within the Department and to initiate research projects if desired.

RESPONSIBILITY AREA 5: Resource Utilisation

- Coordination of patient admissions and discharges to ensure efficient utilisation of beds by the unit.

Performance Indicators

- Commitment to efficient bed utilisation, outpatient and home based programs.

RESPONSIBILITY AREA 6: Technological Change

- Commitment to introduction of computer technology including electronic attendance records.

RESPONSIBILITY AREA 7: Other

- Any other duties at the direction of the Director of Rehabilitation Services or his/her delegate.

Pre-Existing Injury

Prior to any person being appointed to this position it will be required that they disclose full details of any pre-existing injuries or disease that might be affected by employment in this position.

ORGANISATION CHART

Immediate Superior: The Director of Rehabilitation Services

This Position: Registrar

Responsible for: Members of junior medical staff in Rehabilitation.

REQUIRED EDUCATION, TRAINING, KNOWLEDGE AND EXPERIENCE

Formal Education:

Essential: MBBS or equivalent

Desirable: Undertaking advanced training in Rehabilitation Medicine

ESSENTIAL KEY SELECTION CRITERIA

Skills and competencies which the incumbent must have:

AGREEMENT

I have read, understood and agreed to comply with the position description.

Name: _____

Signature: _____

Date: _____
